

**Questions from May 15, 2024 and May 21, 2024 Training Sessions for the
Small Business Micro-Grant Pilot Program**

- 1. Do all owners have to be listed on the application? Or is one 50% owner enough?**
 - One 50% owner is enough. If the company ownership is equal (50% each), Broward County must receive an affidavit, signed and notarized, that states the other owner is in acknowledgement and agreement with submitting the application. The equal ownership affidavit can be found on the Micro-Grant Website. The affidavit must be uploaded in the required documents section of the application. Select, “additional documents.”
 - In addition to uploading the affidavit, the applicant must include the other 50% owner in the business ownership section of the application.
- 2. What if you have 3 owners? With one being the majority owner with 34 %?**
 - To be eligible, the applicant must own 50% or greater of the company. If no owner controls 50% or greater of the company, the company is not eligible. In the case of 3 owners with the majority owner with 34 per cent, the company is not eligible.
- 3. I am a remodeling business and I ordered and paid a custom cabinets company for cabinets using a check from my business account. Can I submit that canceled check from my business account as proof for an eligible expense?**
 - In addition to the cancelled check, submit a receipt from the supplier indicating payment received. The receipt must contain the business name, the date of the transaction, and a description of the item purchased.
- 4. I use auto-pay to pay my rent. So there is no check, just a line item on my bank statement. Is that an acceptable expense type?**
 - A check is not a reimbursable form of documentation for rent of a commercial space.
 - Submit a receipt from your landlord along with a copy of the lease agreement. Request one if necessary.
 - The receipt and lease agreement must match and indicate the address of the property, the name of the business, the amount paid, and the dates of occupancy.
- 5. Is a handwritten lease agreement or handwritten payment receipt acceptable?**
 - No, not acceptable.
- 6. I already have an AccessBROWARD account for my water bill. Can I use the same account to apply for the grant?**
 - Yes, it is the same AccessBROWARD account.
- 7. If approved, the County will add my business as a vendor to complete payment. Are there any other benefits to being added as a vendor?**

- Being added as a Broward County vendor is an administrative requirement of the Broward County Accounting Division to process payment.
 - As a Broward County vendor, you have access to register for BPRO, the County's new procurement system. Once registered in BPRO, vendors can submit bids on Broward County solicitations.
- 8. Are professional fees or services such as business associations that you can use to network and build your business considered eligible expenses?**
- Fees for professional certifications or for professional association memberships are not eligible.
 - Only expenses expressly listed on the eligible expense list are eligible.
- 9. Renewal of certifications, Certified Economic Developer (CEcD), or basic life support are they expenses under professional expenses?**
- Training or renewal of certifications are not eligible.
 - Only expenses expressly listed on the eligible expense list are eligible.
 - Professional memberships and/or certifications such as CEcDs are not eligible.
- 10. I have a home-based business. My mortgage is in my name and not my business' name. Can I still submit my mortgage for reimbursement?**
- To qualify, home based businesses must submit a valid 8829 Form.
 - The business name as shown on the application must match the business name on the 8829 Form, and all other submitted documentation. The address on the 8829 Form must also match the address on the mortgage statement.
 - The maximum reimbursable value of the mortgage will be equal to the value in line 27 of the 8829 Form (allowable operating expenses).
- 11. What if you are a home-based business but do not have the IRS Form 8829?**
- Home-based businesses must submit IRS Form 8829 if you are requesting mortgage or rental reimbursement for commercial use of your home.
- 12. I am a musician who provides entertainment for events. My home is my office. Am I able to apply for this grant?**
- Home-based businesses are eligible to apply. See eligibility requirements.
- 13. If I'm not requesting funding for my mortgage, would I still need an IRS 8829 Form for a home-based business?**
- No
- 14. Some of my business expenses for the past 60 days were due in January. Are these ineligible?**
- Yes, prepaid expenses are ineligible. Eligible expenses must have been paid for and used in the past 60 days.
- 15. Are registration fees or deposits for events to promote your business or sell products eligible?**
- Registration fees for space to promote or sell products at events are eligible.

- Deposits are not eligible.
- You must submit a payment receipt with the business name, date, and location of the event.

16. If awarded, will the check be sent to the address of the business, or can it be sent to another address?

- The check will be issued to the address on your Broward County Local Business Tax Receipt.

17. Can I submit individual expenses that exceed \$2,500?

- Yes

18. When is the deadline for the application? If there is an in-person session on May 20th, is it safe to assume the grant will open after May 20th?

- The grant is currently not open and will open sometime in the near future. Please monitor the Small Business Micro-Grant website daily. OESBD will also share the information on social media and in the Business Assistance Weekly (BAW) newsletter. The Small Business Micro-Grant Pilot Program is first-come, first-served for each of the nine Commission districts, meaning there is not a specific deadline. The application will remain open until funds have been exhausted.

19. One of the prerequisites for the grant is that you need to be eligible to contract with government. Is there a specific process for this? How do you find out if your business is eligible to contract with the government?

Application Question: *Is the business currently eligible (meaning it is not suspended nor debarred) to contract with the federal, state, or local government to receive federal, state, or local grants or loans?*

- The question is assessing if the business has been suspended or debarred from government contracting. The business owner would have received written notification if suspended or debarred. Selecting “yes” in the eligibility requirements questionnaire of the application is a legal attestation that the company has not been notified of suspension or debarment.

20. If the owner is under 18, can s/he/they and their parent or legal guardian sign and send a copy of his passport id card for id?

- There are no age requirements for the program. U.S. Passport is a valid ID. Any business owner who applies must submit complete and proper identification as listed in the required documents. Submitted identification documentation must align with the business owner information provided on the application.

21. I have a Broward County Tax Receipt, but I am a caterer who works from a licensed commissary kitchen in Oakland Park. The kitchen holds the local tax receipt. Would I not qualify?

- You would not qualify. Both County Local Business Tax Receipt and City Local Business Tax Receipt in the business name are required for all applications to be eligible.

22. Is the grant program open to independent contractors in the real estate industry? For instance, I am a Broker Associate with a Professional LLC business structure. However, my real estate license is under a brokerage that I do not own. Can I still apply for the program?

- The grant program is available to independent contractors in the real estate industry that meet all eligibility requirements and have all required documents. Please see eligibility requirements and required documents for complete list.

23. What about for-profit companies that are BLT exempt?

- To be eligible, all companies must have a BLT receipt number, including companies that are exempt from paying the BLT. For-profit BLT exempt companies must submit the exemption form to RTT. Companies with approved exemptions receive a BLT receipt number the same as non-exempt companies.

24. Can you elaborate on the employment and revenue documents that can be submitted?

- Employment documents include IRS Form 941 or FL Form RT6. Both of these documents outline the number of employees on the payroll. For both IRS Form 941 and FL Form RT6, respectively, it is line 1. Scanned or digital copies of the forms must be submitted. Employment documentation is not required for sole proprietorships.
- Revenue documents include Tax Returns, 1040 Schedule C (Sole Proprietorship), Form 1065 and Schedule K-1 for all partners to exceed 50% of business ownership (Partnerships), or Form 1120 (Corporations)

25. What if it's just me and I don't have a FLRT6 or 941?

26. What do I do if I don't need to file a 941?

27. What is Business Employment? I am the only one owner/employee?

28. What if I am a solo-prenuer and do not need a 941?

29. If I am the only employee and I am not paying myself, what documents am I able to submit?

30. If the business does not have employees (and therefore does not pay employee taxes quarterly), how would that portion of uploaded documents be handled on the application?

31. Not all sole proprietors file the quarterly employer tax forms. Are they disqualified or can they use their 1040 that shows the expenses for the business and validates the income?

- Answers for Questions 25-31:
 - Sole Proprietorships will not submit a 941 or FL Form RT6.
 - Sole Proprietors must submit the Business Employment Waiver in lieu of employment documentation.

32. I provide Mobile Notary Services so how do I provide a Broward County Local Business Tax Receipt and City Local Business License Tax Receipt?

- Businesses that operate in Broward County are required to have a Broward County Local Business License Tax Receipt.

- For Broward County Business Tax Receipt Information, contact Records, Taxes and Treasury to confirm your valid Local Business Tax Receipt at
 - (954) 357-6716
 - <https://www.broward.org/RecordsTaxesTreasury/Pages/Default.aspx>
- For City, please contact the city in which your business is registered to operate.

33. If it is a mobile business, do we have to submit local business receipts of all cities we go to?

- If asking about City Local Business Tax Receipts, only one is required for the “home-base” city of operation.
 - For Broward County Business Tax Receipt Information, please contact Records, Taxes and Treasury to confirm your valid Local Business Tax Receipt
 - (954) 357-6716
 - <https://www.broward.org/RecordsTaxesTreasury/Pages/Default.aspx>
- For city, please contact the city in which your business is registered to operate.

34. Does the city local business tax receipt also need to be issued as of October 1, 2022? What if the city license was obtained later than this date even though a lease agreement and Broward County local tax receipt were issued as of 10/1/22?

- The business must be operating in the State of Florida (on Sunbiz) on or before October 1, 2022
- The city local business tax receipt must be issued in 2023 or 2024.
- Please see eligibility requirements

35. I have never filed for a local business tax since I don't sell anything at my location. I have a virtual office. Do I get the local tax for my virtual office city or from the city where my home is? Do I use my home address for the place of business or the Virtual office that I only receive mail and the conference room once a week?

- All Broward County businesses should have a Business License Tax Receipt, regardless of location of sales.
- Home-based businesses submitting IRS Form 8829 use their home address. All other businesses use the virtual address.

36. If the type of work we do involves international business, are those expenses also covered? For example, if we exhibited abroad, is that ok?

- Yes, that is ok. The location of where expenses were incurred is not considered in the eligibility requirements.

37. How can I review this presentation later?

- The recording of this training will be posted on YouTube and the Micro-Grant Program website.

38. What is the maximum reimbursement amount this grant will cover if approved?

- The grant amount is \$2,500. The maximum grant amount is \$2,500. The minimum grant amount is \$2,500. Grants will only be \$2,500. Please submit eligible reimbursable expenses that exceed \$2,500 to ensure that \$2,500 will be approved for eligible expenses.

39. What exactly is expected to be in place to be considered a 'legally registered' business?

- Registered with the State of Florida (Sunbiz) with Active status as of October 1 , 2022
- 2023 or 2024 City and County Local Business Tax Receipts

40. If we use a PO Box address when filing our tax return with the IRS, is that the address we put on the W-9 to ensure proper verification?

- Yes

41. Does the \$500K or less annual revenue requirement only pertain to 2023?

- The annual gross revenue requirement is based on the tax return that you submit with your application.

42. We meet all of the eligibility requirements except I didn't realize it was GROSS sales. We are a bit over 500k for the past 5 years. Any flexibility on that? Thank you.

- No.

43. For the PDF (scanned copy of the GRANT TERMS AND CONDITIONS FOR BROWARD COUNTY SMALL BUSINESS MICRO-GRANT PILOT PROGRAM) do we upload only the signature page or do you want the whole document uploaded?

- The whole document must be uploaded

44. I issue Zelle payments to suppliers for inventory and I have their invoices with all inventory items listed. Would these expenses be eligible if I submit the supplier invoices and proof of payment from my business bank account?

- Yes

45. What if I move the business location after May?

- Your business must be located in Broward as of the date of the application. The current address must be used on the application.

46. Cottage food businesses are not required to have a FL business tax receipt. Does this mean we are ineligible because that is a required document or will the local county business tax receipt suffice?

- FL Business Tax Receipt is not a required document. A PDF of the Sunbiz profile for the business showing "active" is required.
- County Local Business Tax Receipt is required in addition to all other required documents.

47. Do I include the home address of the owner?

- Enter the home address of the owner(s) in the business ownership section.

48. Would you have a link for the city local taxes? We are in Miramar.

- Please contact your local city.

49. Can we get a more detailed explanation of getting the Broward and local tax receipt documents?

- For Broward County,
 - Please contact Records, Taxes and Treasury to confirm your valid Local Business Tax Receipt
 - (954) 357-6716
 - <https://www.broward.org/RecordsTaxesTreasury/Pages/Default.asp>
[X](#)
- For city, please contact your city.

50. I am in my second year creating my website, some products are already being sold on Amazon, but in 2023 I had no sales. Am I qualified to participate?

- Please see complete eligibility requirements and required documents. Profit and loss statements are not required. Please submit the documents required.

51. Hello, I just moved my business from Miami-Dade to Broward. What is the first step that I need to do?

- Please contact OESBD at (954)357-6400.